**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

**For:** State and County Offices

**CRES Software Modifications in County Release No. 492**

**Approved by**: Deputy Administrator, Farm Programs

## 1 Overview

**A
Background**

Software has recently been developed to interface Conservation Cost-Share (C/S) programs with the accounting application. Other enhancements have also been developed for CRES software to provide processing changes designed to improve program delivery and reduce processing errors.

**B
Purpose**

This notice informs County Offices that software modifications contained in County Release No. 492 will:

- remove option 7, "List of Completed AD-862's Versus Issued CCC-184's Report" from Menu EEA350

- change the process of queuing AD-245 and AD-862 data as instructed by 1-CONSV, paragraph 871, to a weekly automatic queue, eliminating the manual operation

- provide automatic monthly queuing of the ACP-305 Progress Report

- increase the number of components allowed on AD-245's and AD-862's

| Disposal Date | Distribution |
|---|---|
| June 1, 2003 | State Offices; State Offices relay to County Offices |

## 1   Overview (Continued)

**B**
**Purpose**
**(Continued)**

• no longer purge AD-245 and AD-862 records during the life span of the practice

• add an accounting interface to CRES processing

• add option 10, "Correction After Performance", on Menu EEA100

• add a routine to the "Final Performance", "Partial Performance", and "Correction After Performance" processes, to provide a field to enter the earnings increase or decrease amount for the transaction.

**C**
**Contact**

If there questions about this notice, contact the State Office.

## 2   Completed AD-862's Versus Issued CCC-184's Report

**A**
**Background**

The Completed AD-862's Versus Issued CCC-184's Report was originally designed to provide County Offices with a tool to monitor the status of payments issued versus earnings recorded on AD-245's and AD-862's. This report assisted County Offices in identifying those AD-245's with payments issued without performance being recorded. The interface of the CRES application with the accounting application will eliminate the need for this report.

**B**
**Software**
**Modification**

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The updated software modifications in County Release No. 492 will:

• remove option 7, "List of Completed AD-862's Versus Issued CCC-184's Report", from Menu EEA350

• eliminate the process to monitor payment versus earnings status.

**C**
**County Office**
**Processing**
**Change**

County Offices shall no longer print the Completed AD-862's Versus Issued CCC-184's Report or take corrective action.

## 3    Queuing AD-245 and AD-862 Statistical Data

**A
Background**

1-CONSV, paragraphs 870 through 872 provide instructions for manually queuing statistical data on a weekly basis.

**B
Software
Modification**

The updated software modifications in County Release No. 492 will:

• automatically queue statistical data during the first end of day (EOD) each week

• eliminate the need for manual queuing.

**C
County Office
Processing
Change**

County Offices shall discontinue manually queuing statistical data according to 1-CONSV, paragraphs 870 through 872 after County Software Release No. 492 is installed.

## 4    ACP-305 Progress Reports

**A
Background**

Currently County Offices must manually prepare and queue monthly progress reports.  When County Offices neglect the process, it results in additional work at the State Office level.  The State Office must contact and remind each County Office that has not transmitted to take the necessary action.

**B
Software
Modification**

The update software modifications in County Software Release No. 492 will:

• automatically prepare and queue the ACP-305 Progress Report during the first SOD processing each month

• allow manual queuing of the ACP-305 Progress Report when requested by the State Office.

**4   ACP-305 Progress Reports (Continued)**

**C
County Office
Processing
Change**

County Offices shall:

•   discontinue manually queuing and printing the ACP-305 Progress Report as
    instructed in 1-CONSV, paragraph 704

•   be aware that failure to run SOD the first workday of the month will delay the
    ACP-305 Progress Report

•   use the manual option to queue and print the monthly progress reports when
    the State Office needs to have the data retransmitted

    **Note:**   When the option to queue and print the monthly progress reports is
             entered, a message will be displayed warning the user the report is
             automatically queued.

•   ensure that the system operator provides all of the conservation reports printed
    during SOD to the Conservation Program Technician.

**5   Component Codes**

**A
Background**

The current software provides for 6 component codes to be listed per AD-245 and
AD-862.  This has required multiple AD-245's and AD-862's for "Control No.'s"
with components in excess of 6.  Multiple AD-245's result in multiple payments
for a single practice after the accounting interface is active.

**B
Software
Modification**

The updated software modifications in County Release No. 492:

•   increases component codes to 11

    **Note:**   This is the maximum number of components allowed on AD-245's and
             AD-862's

•   eliminates most future multiple AD-245 practices established according to
    1-CONSV, paragraph 102.

## 5   Component Codes (Continued)

**C**
**County Office Processing Change**

For C/S requests requiring more than 11 components, County Offices shall either:

• follow instructions in 1-CONSV, paragraph 102 that provides for practices with more than 6 components

• consolidate components so that no more than 11 are necessary (preferred).

**Note:**  When printing AD-245's and AD-862's with more than 6 components, maximum of 11, a continuation sheet will print containing the additional components and related information.

## 6   AD-245 and AD-862 Records Purge

**A**
**Background**

Current software purges AD-245 and AD-862 records in February of the second calendar year following the year final performance is recorded.  This results in many records being purged before the life span has expired for the practice.  The "Correction After Performance" process that has been added by County Software Release No. 492 requires the records be present to operate.

**B**
**Software Modification**

The updated software modifications in County Release No. 492 will:

• keep AD-245's and AD-862's  in the system until February of the year following the end of the practice life span

• allow unrestricted access to AD-245 and AD-862 records through the "Correction After Performance" process until the cutoff date

  **Note:**  The cutoff date is March 15 of the fiscal year following the fiscal year that final performance is recorded.

• allow restricted access to AD-245's that have passed the cutoff for availability through the "Correction After Performance" process limited by a password available from CEPD through the State Office.

**Note:**  See paragraph 9 for information on the correction process

**6   AD-245 and AD-862 Records Purge (Continued)**

**C**
**County Office**
**Processing**
**Change**

A password screen will:

- be displayed when accessing AD-245's that have passed the cutoff date but that are not yet purged, using the "Correction After Performance" option

- **not** be displayed when accessing AD-245's before the cutoff date.

    **Note:** If the State Office and CEPD determine access should be granted, a password will be provided to allow access to record the correction.

**7   Accounting Interface**

**A**
**Background**

Payments are currently issued using the disbursement/check writing software in the accounting application before recording performance for CRES practices.  This method has resulted in reconciliation problems arising from the failure to promptly record performance for all payments issued or incorrectly recording performance for payments issued.

**Note:** SIP processing does not include issuing payments at the County Office. The interface software will have no effect on the current SIP payment process.

Additionally, conservation payments will be subject to forthcoming funds control requirements.  The interface of conservation C/S payments with Accounting will facilitate the process to meet funds control requirements.

## 7   Accounting Interface (Continued)

**B
Software
Modification**

CRES software has been modified to interface with accounting software.  The software has been designed so that recording:

- an increase in performance will generate an electronic record that will be passed to Accounting to generate a payment(s)

- a decrease in performance (payment reduction) will create an electronic record to be passed to Accounting to establish a receivable(s).

**Notes:** The accounting interface will not affect SIP processing.  Follow 1-SIP to process SIP payments.

Recording performance will continue to update the ledgers the same way the pre-interface software updated the ledgers.

**7   Accounting Interface (Continued)**

**C**
**County Office**
**Processing**
**Changes**

| IF a producer reports... | THEN issue a payment by... |
|---|---|
| partial performance | • recording the performance according to paragraph 8<br>• following 1-FI to complete the payment process.<br><br>**Note:** A payable record will be passed automatically to the accounting application. |
| final performance | • recording the performance according to paragraph 8<br>• follow 1-FI to complete the payment process.<br><br>**Note:** A payable record will be passed automatically to the accounting application. |

**Note:**   After installing County Software Release No. 492, all payments issued for CRES cost-shares, except SIP, will be generated automatically through the accounting interface.  This includes payments for existing approved AD-245's and for the balances owed on practices with partial payments already issued.

**Important:**   After installing the conservation and accounting interface software, County Offices **shall not** issue C/S payments for CRES practices using the "Disbursements/Check Writing" process in the accounting application.

Any references in 1-CONSV that provide instructions to issue payments according to 1-FI before recording performance:

•   are no longer applicable
•   will be removed in a future handbook amendment.

## 8    Revised Screens for Recording Performance and Corrections

**A**
**Software**
**Modification**

Screen EEA14000 has been created to provide a field to enter earnings, either increased or reduced, for the current transaction. The amount entered in this field will be added to or subtracted from any previous earnings for this control number. Screen EEA14000 will be displayed when recording:

- partial performance
- final performance
- correction after performance.

**B**
**County Office**
**Processing**
**Changes**

When recording performance, County Offices shall follow procedure in 1-CONSV, Part 5, Sections 5 and 6, except for the new additional information required by:

- AD-245 Earnings Entry/Adjustment Screen EEA14000

   **Note:** On Screen EEA14000, the user will enter the amount of the current transaction. The amount entered on this screen will be the amount that the payment(s) will be, or in the case of a payment reduction, the amount for which a receivable(s) will be established.

- AD-245 Earnings Entry/Adjustment Screen EEA14001

   **Note:** Screen EEA14001 is useful in verifying the entries before further processing.

- AD-245 Ledger Data Screen EEA14010.

   **Note:** Screen EEA14010 is very much the same as Screen EEA14005 except the entry for C/S earned for the practice is automatically entered and cannot be changed.

Until 1-CONSV is amended, use the following instructions and examples to supplement procedure to record partial and final performance, record corrections, and issue payments.

## 8 Revised Screens for Recording Performance and Corrections (Continued)

**C**
**Example Screens**
**for Recording**
**Partial**
**Performance**

In the following example**, partial performance** is being recorded for:

- $500
- a practice that has not had previous performance recorded.

On Screen EEA14000, "500" has been entered in the "C/S This Transaction" field. Since this is the first time any performance has been recorded, the "Previous C/S Earned" field is automatically displayed as "0".

**Note:** If there had been a previous (partial) payment on this practice, then the previous (partial) payment amount would be displayed in the "Previous C/S Earned" field.

The "C/S Approved" field automatically displays the total amount approved for the practice.

```
 Conservation              077-BEACONSTREET            Selection     EEA14000
 AD-245 Earnings Entry/Adjustment Screen Version: AD05  07-09-2002 08:26 Term E0
 -------------------------------------------------------------------------------
 Control NO:    2002 0053       Program:  CRP        Contract NO:    2003 0005
 Farm NO:       843             Practice: CP1        Primary Purpose: C
 Producer ID:   111 11 1111 S   Name:     NO.5 FARMER


                                                     C/S Approved:        625

                                                               Previous
                                                                  C/S
                                               Change(+/-)      Earned

                        C/S This Transaction:        500              0


    The amount entered in the 'Change' column will be added to or subtracted
    from the Previous C/S Earned amount.  Enter only the amount you wish to
    increase(+) or decrease(-) the C/S Earned.

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

## 8 Revised Screens for Recording Performance and Corrections (Continued)

**C**
**Example Screens**
**for Recording**
**Partial**
**Performance**
**(Continued)**

Screen EEA14001 will be displayed with the total amount earned to date including this transaction in the "Current C/S Earned" field. In the following example, the "Current C/S Earned" field is the same as the "C/S Increase/Decrease By This Transaction" field because it is the first performance recorded for this control number.

> **Note:** It is very important to verify the amounts in both fields as the automated payment interface is going to produce a payment record(s) that is equal to the entry in the "C/S Increase/Decrease By This Transaction" field. If the amounts are incorrect, PRESS "Cmd4" to return to Screen EEA14000 to correct the entry.

```
 Conservation           077-BEACONSTREET          Selection    EEA14001
 AD-245 Earnings Entry/Adjustment Screen Version: AD05  07-09-2002 08:26 Term E0
 --------------------------------------------------------------------------------

 Control NO:    2002 0053      Program:  CRP       Contract NO:     2003 0005
 Farm NO:       843            Practice: CP1       Primary Purpose: C
 Producer ID:   111 11 1111 S  Name:     NO.5 FARMER


                                                   C/S Approved:        625

                                                                    Current
                                                                      C/S
                                                   Change(+/-)       Earned

    C/S Increase/Decrease By This Transaction:         500             500


    The amount entered in the 'Change' column has now been added to or
    subtracted from the Previous C/S Earned amount.  Continue only if
    the Current C/S Earned figure is the net C/S Earned for the AD-245.

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

## 8   Revised Screens for Recording Performance and Corrections (Continued)

**C**
**Example Screens**
**for Recording**
**Partial**
**Performance**
**(Continued)**

On Screen EEA14010, enter the component(s) for the "Extent Performed" field and the "C/S Earned" field. A validation requires that the "C/S Earned" field for the components total the "C/S Earned" field for the practice. Screen EEA14010 will compute and display the "C/S Earned" amount for the practice.

```
 Conservation              077-BEACONSTREET            Selection    EEA14010
 AD-245 Ledger Data Screen                  Version: AD05  07-09-2002 10:37 Term E0
 -------------------------------------------------------------------------------

 Control NO:   2002 0053      Program: CRP       Contract NO:    2003 0005
 Farm NO:      843            Practice: CP1      Primary Purpose: C
 Producer ID:  111 11 1111 S  Name:     NO.5 FARMER

 Practice Description: Estab perm introduced grasses & legumes (Ac)

 Comp    Extent    Extent   C/S               C/S             Extent      C/S
 Code   Requested Approved  Lev      Rate  Approved  Unit   Performed    Earned
            5.0       5.0                      625                         500
 A01C      5.0       5.0     50   100.000      500  ACRES      5.0         500
 A05C      5.0       5.0          25.000       125  EACH




 NO MORE COMPONENT CODES
 Do you wish to see component code descriptions (Y or N)?                    N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

**8  Revised Screens for Recording Performance and Corrections (Continued)**

**D**
**Example Screens**
**for Recording**
**Final**
**Performance**
**(Continued)**

The following screens:

- continue with the example from subparagraph C

- illustrate recording **final performance** for AD-245's for which partial performance has already been recorded.

Screen EEA14000 will not be displayed until previous screens in the final performance process have been completed according to 1-CONSV, Part 5, Section 6.

In the following example, the participant certified completing the practice and earning an additional $125 for completing component code "A05C".

On Screen EEA14000, "125" has been entered in the "Change(+/-)" field.

```
 Conservation            077-BEACONSTREET           Selection     EEA14000
 AD-245 Earnings Entry/Adjustment Screen Version: AD05  07-09-2002 17:11 Term E0
 --------------------------------------------------------------------------------

 Control NO:   2002 0053     Program: CRP      Contract NO:    2003 0005
 Farm NO:      843           Practice: CP1     Primary Purpose: C
 Producer ID:  111 11 1111 S  Name:    NO.5 FARMER


                                                  C/S Approved:      625

                                                            Previous
                                                              C/S
                                              Change(+/-)    Earned

                       C/S This Transaction:      125         500


   The amount entered in the 'Change' column will be added to or subtracted
   from the Previous C/S Earned amount.  Enter only the amount you wish to
   increase(+) or decrease(-) the C/S Earned.

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

Continued on the next page

## 8   Revised Screens for Recording Performance and Corrections (Continued)

**D**
**Example Screens**
**for Recording**
**Final**
**Performance**
**(Continued)**

After pressing "Enter" on Screen EEA14000, Screen EEA14001 will be displayed showing the total amount earned for this control number including this transaction in the "Current C/S Earned" field.  In this case the "Current C/S Earned" field is now the total of the following entries from Screen EEA14000:

- "Previous C/S Earned"
- "Change (+/-)".

**Important:**   Verify the amounts as the automated payment interface will produce a payable record(s) that is equal to the entry in the "C/S Increase/Decrease By This Transaction" field.  If the amounts are incorrect, PRESS "Cmd4" to return to Screen EEA14000 and correct the entry.  The "Current C/S Earned" entry cannot be greater than the "C/S Approved" amount.

```
 Conservation             077-BEACONSTREET           Selection      EEA14001
 AD-245 Earnings Entry/Adjustment Screen Version: AD05  07-09-2002 17:11 Term E0
 --------------------------------------------------------------------------------

 Control NO:     2002 0053      Program:  CRP        Contract NO:      2003 0005
 Farm NO:        843            Practice: CP1        Primary Purpose: C
 Producer ID:    111 11 1111 S  Name:     NO.5 FARMER


                                                C/S Approved:          625

                                                               Current
                                                                 C/S
                                               Change(+/-)      Earned

    C/S Increase/Decrease By This Transaction:      125           625


    The amount entered in the 'Change' column has now been added to or
    subtracted from the Previous C/S Earned amount.  Continue only if
    the Current C/S Earned figure is the net C/S Earned for the AD-245.

 Enter=Continue   Cmd4=Previous Screen   Cmd7=End
```
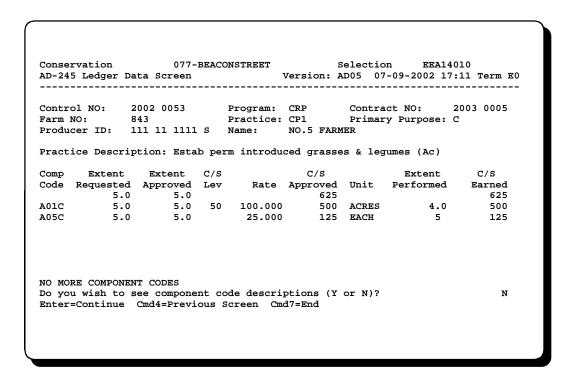
## 8   Revised Screens for Recording Performance and Corrections (Continued)

**D**
**Example Screens**
**for Recording**
**Final**
**Performance**
**(Continued)**

Screen EEA14010 is used to record the following components:

• "Extent Performed"
• "C/S Earned".

In the following example, Comp Code A05C has been added with an "Extent Performed" of 5 and "C/S Earned" of $125. A validation requires that component "C/S Earned" must total the practice "C/S Earned" that is displayed on the top line of the data.

```
 Conservation            077-BEACONSTREET           Selection    EEA14010
 AD-245 Ledger Data Screen                   Version: AD05  07-09-2002 17:11 Term E0
 ------------------------------------------------------------------------------

 Control NO:    2002 0053      Program: CRP         Contract NO:    2003 0005
 Farm NO:       843            Practice: CP1        Primary Purpose: C
 Producer ID:   111 11 1111 S  Name:     NO.5 FARMER

 Practice Description: Estab perm introduced grasses & legumes (Ac)

 Comp    Extent    Extent   C/S              C/S               Extent      C/S
 Code   Requested  Approved Lev     Rate   Approved  Unit    Performed   Earned
           5.0       5.0                      625                           625
 A01C      5.0       5.0     50   100.000     500    ACRES      4.0         500
 A05C      5.0       5.0           25.000     125    EACH        5          125




 NO MORE COMPONENT CODES
 Do you wish to see component code descriptions (Y or N)?                     N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

When the data is completed on Screen EEA14500:

• PRESS "Enter"

• the accounting screens will be displayed as the Conservation application has passed the payable record to Accounting that now has control of the processing.

Follow instructions in 1-FI to complete the accounting screens and issue payment(s).

## 9   Correction Process

**A**
**Background**       Previous CRES software did not contain a "Correction Process" option to record
adjustments to performance.  Instead, the "Final Performance" option was used to
adjust performance for:

• errors recording performance
• changes in performance required by certification errors
• other reasons, including appeals granted, failure to maintain practices, etc.

**B**
**Software**         The updated software modification in County Release No. 492 will add option 10,
**Modification**     "Correction After Performance", to Menu EEA100 that will:

• provide the user with access to AD-245's with either final or partial
  performance recorded

• allow corrections for errors that resulted in overpayments or underpayments

• pass a correction record to Accounting through the automated accounting
  interface and will generate:

  • a payment when correcting an underpayment
  • a receivable when correcting an overpayment

• adds a correction entry to the sequential ledger that will properly record the
  transaction.

**9 Correction Process (Continued)**

**C**
**County Office**
**Processing**
**Change**

Option 10, "Correction After Performance", on Menu EEA100 shall be used to correct performance (practice extent and C/S earned) for AD-245's that either:

- have performance recorded in error

- need to have performance changed later based on reductions or increases necessary because of any of the following:

  - appeals
  - certification errors
  - other valid reasons requiring payment increases or reductions.

**Note:** See subparagraph D for example screens of this process.

**Important:** Do **not** use the "Final Performance" option to record corrections.

Do **not** use the "Corrections After Performance" option to record performance resulting from the certification of partial or final performance.

**9    Correction Process (Continued)**

**C
County Office
Processing
Change
(Continued)**

The correction process will be available for use throughout the life span of the practice.  Access to practices after the normal cutoff date for recording changes will be protected by a password available from CEPD through the State Office.

**Notes:** The cutoff date is March 15 of the fiscal year following the fiscal year final performance is recorded.

Practices that are still within their life span but were purged by pre-interface software will not be available for the correction process. Repayments for practices in this situation shall be processed using the Common Receivable System in the accounting application, according to 67-FI, to establish receivables.  Use option 2, "Record Refund", on Conservation Ledger Menu EEA400, in the conservation software to adjust the ledger according to 1-CONSV, paragraph 464 when repayment is received.  The "Record Refund" option is protected by a password available from CEPD through the State Office.

Recording on AD-245:

• an increase in performance will result in a payable record being passed to Accounting for each participant on AD-245 whose original payment is being increased

• a decrease in performance will result in a receivable record being passed to Accounting for each participant on AD-245 whose original payment is being reduced.

**Note:** The automated interface with Accounting will not establish an automated receivable for those AD-245 control numbers that have had payments recorded before installing the interface software.  When recording corrections for AD-245's in this category, a message will be displayed warning the user that the accounting interface will not create the receivable and instruct the user to manually establish a receivable using the Common Receivable System in the accounting application, according to 67-FI.

## 9   Correction Process (Continued)

**D**
**Example Screens**
**for Correction**
**After**
**Performance**

The "Corrections After Performance" process uses the same processing screens as the "Partial and Final Performance" processes.  The following provides example screens of a performance reduction that results in receivable records being passed to Accounting for multiple participants on AD-245.

In the following example, the "Correction After Performance" option was selected to decrease the performance (earnings) for AD-245 Control No. 2002 0068 by $50.  There are 2 participants, each to be reduced by $25.

The first screen to be displayed after selecting Control No. 2002 0068 is Screen  EEA13500.  Closely review screen to verify that the correct AD-245 is being corrected.

**Important:**   Corrections to AD-245 will result in either a payment or a receivable being established.  Reducing performance on the wrong AD-245 will result in receivables established for producers that do not owe a repayment.

```
 Conservation              077-BEACONSTREET            Selection     EEA13500
 AD-245 Site Char/Tech Practice Screen   Version: AD05  08-03-2002 13:44 Term V9
 ------------------------------------------------------------------------------

 Control NO:    2002 0068      Program:  ECPD
 Farm NO:       695            Practice: EC6        Primary Purpose: G
 Producer ID:   111 11 1111 S  Name:     NO.28 RANCHER

                                           Estimated -  Total Cost:    6000
 Hydrologic Unit:                                    -  Cost-Share:    3750
   Component    Extent         Extent
     Code       Requested      Needed      # Technical    Cost      Units
                    25.0          25.0          Code     Shared?   Applied
     A09C          25.0          25.0      1.    575        Y          25.0




 NO MORE COMPONENT CODES
 Do you wish to see component and technical code descriptions (Y or N)?      N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
```

## 9   Correction Process (Continued)

**D
Example Screens
for Correction
After
Performance
(Continued)**

Screen EEA14000 allows the user to enter the earnings increase or decrease as required by this correction.

**Note:**  Screen EEA14000 is the same screen used when recording partial or final performance.

The entry will be the amount that will be passed to Accounting to establish either:

• a receivable if negative
• a payment if positive.

In the following example, the "Previous C/S Earned" amount is being reduced so a negative amount is entered in the "Change(+/-)" field.

**Note:**  The "Previous C/S Earned" amount is displayed and will be reduced by the amount entered in the "Change(+/-)" field.

```
  Conservation            077-BEACONSTREET         Selection     EEA14000
  AD-245 Earnings Entry/Adjustment Screen Version: AD05  08-03-2002 13:59 Term V9
  ------------------------------------------------------------------------------

  Control NO:    2002 0068      Program: ECPD     Contract NO:
  Farm NO:       695            Practice: EC6      Primary Purpose: G
  Producer ID:   111 11 1111 S  Name:     NO.28 RANCHER


                                                   C/S Approved:     3,750

                                                              Previous
                                                                C/S
                                                  Change(+/-)   Earned

                            C/S This Transaction:     -50        3,750


     The amount entered in the 'Change' column will be added to or subtracted
     from the Previous C/S Earned amount.  Enter only the amount you wish to
     increase(+) or decrease(-) the C/S Earned.

  Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

## 9   Correction Process (Continued)

**D**
**Example Screens**
**for Correction**
**After**
**Performance**
**(Continued)**

Screen EEA14001 displays the results of the reduction entered on
Screen EEA14000.  The "Current C/S Earned" field will display the reduced total
earned.  Verify this amount before pressing "Enter" and continuing the process.

```
Conservation              077-BEACONSTREET            Selection    EEA14001
AD-245 Earnings Entry/Adjustment Screen Version: AD05  08-03-2002 13:59 Term V9
--------------------------------------------------------------------------------

Control NO:    2002 0068      Program:  ECPD      Contract NO:
Farm NO:       695            Practice: EC6       Primary Purpose: G
Producer ID:   111 11 1111 S  Name:     NO.28 RANCHER


                                                  C/S Approved:     3,750

                                                                  Current
                                                                    C/S
                                               Change(+/-)         Earned

   C/S Increase/Decrease By This Transaction:        50-           3,700


   The amount entered in the 'Change' column has now been added to or
   subtracted from the Previous C/S Earned amount.  Continue only if
   the Current C/S Earned figure is the net C/S Earned for the AD-245.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

## 9   Correction Process (Continued)

**D
Example Screens
for Correction
After
Performance
(Continued)**

On Screen EEA14010, the "C/S Earned" field for the components must be adjusted to equal the amount of the "C/S Earned" field displayed for the practice. For the following example, $3700 was entered to replace the original $3750 that was in the "C/S Earned" field for Comp. Code A09C.

**Note:** The "C/S Earned" field displayed for the practice is locked on the following screen.  If it is not correct, PRESS "Cmd4" to return to Screen EEA14000 to correct the "Change(+/-)" field, thereby correcting the "C/S Earned" field amount displayed for the practice on Screen EEA14010.

```
 Conservation              077-BEACONSTREET            Selection      EEA14010
 AD-245 Ledger Data Screen               Version: AD05  08-03-2002 13:59 Term V9
 -------------------------------------------------------------------------------

 Control NO:    2002 0068       Program:  ECPD
 Farm NO:       695             Practice: EC6       Primary Purpose: G
 Producer ID:   111 11 1111 S   Name:     NO.28 RANCHER

 Practice Description: Drought emergency measures (AS)

 Comp    Extent    Extent   C/S               C/S             Extent        C/S
 Code   Requested Approved  Lev      Rate  Approved  Unit   Performed    Earned
           25.0      25.0                    3750                          3700
 A09C      25.0      25.0   64   150.000     3750  ACRES       25.0        3700




 NO MORE COMPONENT CODES
 Do you wish to see component code descriptions (Y or N)?                    N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

.

## 9   Correction Process (Continued)

**D**
**Example Screens**
**for Correction**
**After**
**Performance**
**(Continued)**

If the correction was because of a reduction in the number of acres served or treated, make that change on Screen EEA14500.  Otherwise, PRESS "Enter" to continue.

```
 Conservation            077-BEACONSTREET            Selection     EEA14500
 AD-245 Final Performance Data Screen    Version: AD05  08-03-2002 15:42 Term V9
 -------------------------------------------------------------------------------

 Control NO:    2002 0068      Program:  ECPD
 Farm NO:       695            Practice: EC6        Primary Purpose: G
 Producer ID:   111 11 1111 S  Name:     NO.28 RANCHER

 H.  Performance Data:


     Acres Served/Treated:       25.0
     Total Installation Cost:    6200
     Cost-Share Earned:          3,700
     Date Performed:             07292002


     Multiple Participant:    Y
     Low Income:              N



 Enter=Continue   Cmd4=Previous Screen   Cmd7=End
```

## 9   Correction Process (Continued)

**D**
**Example Screens**
**for Correction**
**After**
**Performance**
**(Continued)**

For corrections involving multiple participants, Screen EEA11500 will be displayed.  On Screen EEA11500:

• PRESS "Cmd20" to select producers to change
• enter the change in earnings for each producer.

```
 Conservation            077-BEACONSTREET           Selection     EEA11500
 Multi-Participants Screen                 Version: AD05  08-03-2002 15:44 Term V9
 --------------------------------------------------------------------------------

 Control NO:    2002 0068      Program:  ECPD
 Farm NO:       695            Practice: EC6       Primary Purpose: G
 Producer ID:   111 11 1111 S    Name:    NO.28 RANCHER
                                          C/S Earned - Practice:      3,700
 H.  Performance Data (Cont)                       - Producers:      3,750
                NO. Of Eligible Persons:   2                    Change  Previous
   #  Producer ID  Name                          Farm NO       (+/-)   C/S Earn
   1 437 48 2653 S NO.28 RANCHER                    695                    1875
   2 436 58 9769 S NO.26 RANCHER                    695                    1875




 NO MORE PRODUCERS
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
```

**9   Correction Process (Continued)**

**D
Example Screens
for Correction
After
Performance
(Continued)**

Once a producer has been selected to change, Screen EEA11515 will be displayed allowing the user to enter the change in the "Change(+/-)" field for the displayed producer.  In the following example, "-25" has been entered to reduce the earnings.

**Important:**   The process of recording adjustments in "Change(+/-)" field for a producer will result in either a payment or a receivable being created.  Be sure that the correct producer, farm no., control number, and amounts are correct before continuing the processing. It is much easier to make corrections before the accounting application processes take place.

```
Conservation            077-BEACONSTREET           Selection     EEA11515
AD-245 Initial Data Screen                Version: AD05  08-03-2002 15:44 Term V9
--------------------------------------------------------------------------------

Control NO:    2002 0068      Program:  ECPD
Farm NO:       695            Practice: EC6      Primary Purpose: G
Producer ID:   111 11 1111 S   Name:    NO.28 RANCHER
                                        C/S Earned - Practice:        3,700
H.  Performance Data (Continued)                   - Producers:       3,750
                                        NO. Of Eligible Persons:   2

         Producer ID: 437 48 2653 S   NO.28 RANCHER
                                      NO.28 CONSERVATION DR
                                      ANYTOWN, US 11111-1111

         Farm No:          695


         Change(+/-):         -25

         Previous C/S Earned:    1875

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

**9    Correction Process (Continued)**

**D
Example Screens
for Correction
After
Performance
(Continued)**

Screen EEA11500 will be redisplayed showing the results of the adjustment for the selected producer.  By repeating the previous screens to change the remaining producer earnings, the "C/S Earned - Producer" field must be adjusted to equal the "C/S Earned - Practice" field.  Once the 2 are equal, processing can continue.

In the following example, both producers were selected and had earnings reduced by $25.  When "Enter" is pressed to continue processing, the accounting application process will create receivables for both producers.  See 67-FI for instructions for processing the interfaced accounting transactions.

```
 Conservation            077-BEACONSTREET           Selection      EEA11500
 Multi-Participants Screen                Version: AD05  07-29-2002 14:07 Term U1
 --------------------------------------------------------------------------------

 Control NO:    2002 0068      Program:  ECPD
 Farm NO:       695            Practice: EC6       Primary Purpose: G
 Producer ID:   111 11 1111 S   Name:    NO.28 RANCHER
                                         C/S Earned - Practice:        3,700
 H.  Performance Data (Cont)                        - Producers:        3,700
              NO. Of Eligible Persons:   2                       Change  Previous
  #  Producer ID  Name                            Farm NO       (+/-)   C/S Earn
  1 111 11 1111 S NO.28 RANCHER                     695           25-      1875
  2 111 11 1111 S NO.26 RANCHER                     695           25-      1875




 NO MORE PRODUCERS
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
```

## 10  Implementing Conservation C/S and Accounting Interface

**A**
**County Office**
**Action**

County Offices shall review the provisions of this notice and after installing County Software Release No. 492, follow instructions in 1-CONSV and this notice to use the accounting interface software to issue payments and/or establish receivables. Follow procedures in applicable FI Handbooks to issue payments, establish and satisfy receivables, and process collections.

**B**
**State Office**
**Action**

State Offices shall ensure that all County Offices are aware of the provisions of this notice and that all accounting activity associated with CRES Conservation C/S programs is conducted according to provisions of this notice and 1-CONSV.